

IFLS Library System

Evaluating the Library Director

Updated 2024

Why Evaluate the Director?

<input type="checkbox"/>	Provide formal feedback on job performance
<input type="checkbox"/>	Set goals for the upcoming year
<input type="checkbox"/>	Informs the board about operations and performance of the library
<input type="checkbox"/>	Establish record of performance, in the event discipline or termination is needed
<input type="checkbox"/>	Review job description for possible revision

New Director Evaluations

Who should evaluate the Director?

Library Board or a personnel committee
(depending on the size of the board)

Entire library board should review,
discuss, and approve the final written
evaluation

Can solicit formal written comments
from the staff with the knowledge of the
Director

NOTE: The Director was hired to manage daily operations of the library and the chain of communication should flow from the staff to director to board. However, staff may come to the board for issues of harassment involving the Director.

What is the basis for an evaluation?

01. Written job description

02. List of goals and objectives developed the preceding year and agreed upon by the director and the board

03. Success of the library in carrying out services and the director's contribution to this success

04. Unanticipated factors or events that occurred during the prior year

When do you conduct the evaluation?

Use a consistent evaluation schedule to provide benchmarks or targets from year to year

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3-to-6-month
evaluation for
new directors

A calendar icon with a dark blue header and two white rings at the top. The main body is white with rounded corners.

Yearly after first
12-months

How do you conduct an evaluation?

Director should complete a self-evaluation form, which may or may not become part of a permanent record



TIP: It helps to compare the view of the Director and board for areas of agreement and to resolve disagreements



Board President and Director should sign written evaluation after it has been reviewed and discussed with the Director

How do you conduct an evaluation?

Personnel evaluations should be conducted in closed session



19.85 (1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (Library Director Evaluation)

How the Board Comes In...

Wisconsin State Statute

CHAPTER 43.58 Powers & Duties



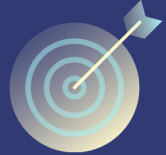
Exclusive control of all library expenditures



Supervising the administration of the library and appointing a library director



Prescribing the duties and compensation of all library employees



Purchasing of a library site and the erection of a library building when authorized



Exclusive control of all lands, buildings, money, and property acquired or leased by the municipality for library purposes

The Roles of the Library Board and Director

Library Personnel

	LIBRARY BOARD	DIRECTOR
Personnel	Hires the Director	Hires all Library Staff
	Approves all Library Job Descriptions	Reviews Library Job Descriptions, including the Director's, and makes recommendations to the Board
	Approves Changes in Staffing	Recommends Changes in Staffing
	Approves Wages	Recommends Wages
	Approves Budget	Includes in the budget request funding for continuing education, professional memberships, and conferences
Personnel Policy	Approves Personnel Policy	Reviews Personnel Policy and makes recommendations to the Board

Questions

IFLS System Director

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Resources

<u>Library Director Hiring Guide</u>	This packet is the start of a successful hiring process. Containing all the information you need to hire a new director, look it over and then give us a call. We look forward to helping you.
<u>Trustee Essential #6</u>	“Evaluating the Director”, this Trustee Essential walks you through the reasons to evaluate your director, who should conduct the review, criteria, and methods to consider employing.
<u>Fair Employment Law (Wisconsin)</u>	Information on fair hiring and employment practices.
<u>Wisconsin Department of Workforce Development Posters</u>	Wisconsin workplace posters that all employers must post in conspicuous places for their employees.
<u>United States Department of Labor</u>	Information about the federal laws governing occupational safety and health, wage and hour standards, unemployment benefits, reemployment services, and some economic statistics.
<u>Webinar: Navigating the Library Director Hiring Process</u>	This free webinar is full of information that helped to create this slide deck. Hear first hand from Carol Mikulski, a member of the Wallingford Public Library Board of Directors, about her experience hiring for a large library in Connecticut.